

S-E-C-R-E-T

INSTRUCTION NO.
LI 1-5

LI 1-5
ORGANIZATION
Revised 5 April 1968

SUBJECT: Mission, Functions, and Delegations of Authority, Supply
Division

1. MISSION

To requisition, receive, inspect, store, issue, ship, and account for Agency materiel in [] supply installations, and to formulate and administer policy for the operation of a worldwide Agency supply system.

2. FUNCTIONS

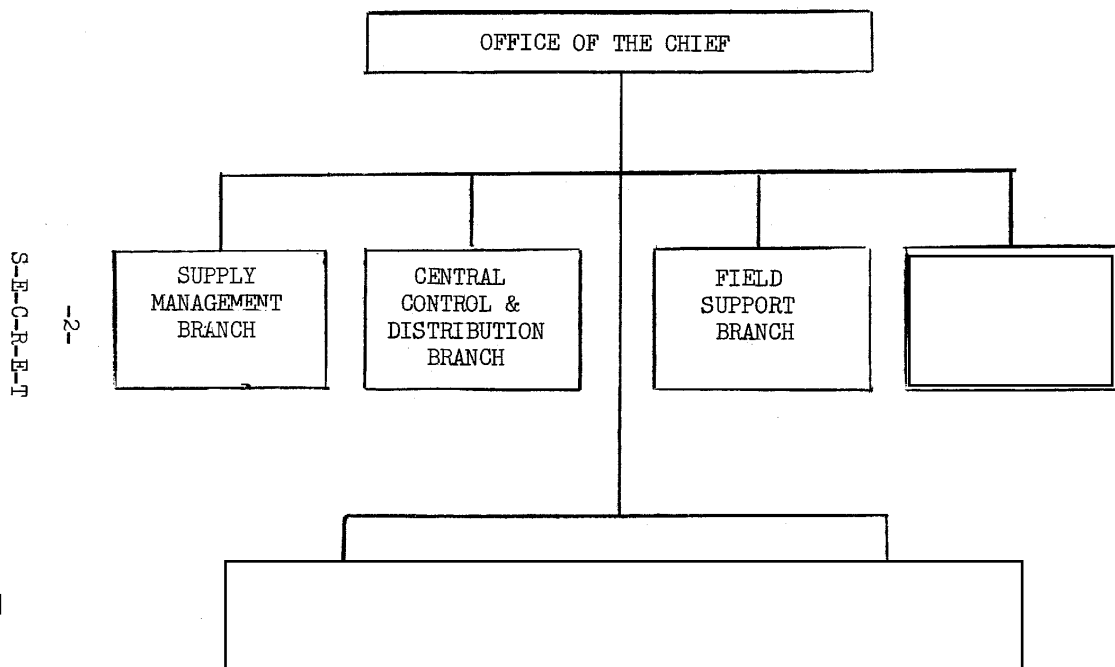
The Chief, Supply Division, or in his absence the Acting Chief, shall:

- a. Act as the principal advisor to the Director of Logistics on all supply matters and programs.
- b. Exercise command jurisdiction over []
- c. Provide staff and technical guidance and assistance to Agency components to ensure that supply support, including materiel transportation, is rendered in the most economical manner consistent with time and security factors.
- d. Acquire, issue, transfer, and dispose of materiel. Coordinate these actions with the cognizant Agency component when technical materiel is involved.
- e. Prepare, publish, and maintain a standardized Agency Supply Catalog consonant with the Federal Cataloging Program.

S-E-C-R-E-T

GROUP 1
Excluded from automatic
downgrading and
declassification

SUPPLY DIVISION



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LI 1-5

25X1

LI 1-5
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S-E-C-R-E-T

S-E-C-R-E-T

-2-

25X1

S-E-C-R-E-T

INSTRUCTION NO.
LI 1-5

LI 1-5
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- f. Establish and maintain liaison with other Federal agencies, District of Columbia, and adjacent state government officials on matters pertaining to materiel requisitioning programs, transportation of materiel, and vehicle registration.
- g. Establish and maintain liaison with commercial firms in matters pertaining to:
 - (1) Delivery and resolution of discrepancies on unclassified purchase orders.
 - (2) Booking and shipment of materiel.
 - (3) Packing and packaging methods and materials.
 - (4) Warehousing techniques and equipment.
 - (5) Item identification.
 - (6) Product demonstration.
- h. Effect maximum utilization of excess property as available through the GSA Excess Property Utilization Program or from Department of Defense (DOD) excess channels.
- i. Monitor the Agency motor vehicle program, maintain Consolidated Tables of Vehicular Allowances and the central Agency vehicle records.

3. AUTHORITY

- a. In conjunction with his assigned mission, the Chief, Supply Division, or in his absence the Acting Chief, is delegated the authority to:
 - (1) Appoint accountable officers for personal property under the control of the Supply Division.

-3-

S-E-C-R-E-T

S-E-C-R-E-T

INSTRUCTION NO.
LI 1-5

LI 1-5
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Revised 5 April 1968

- (2) Procure or initiate procurement and expend funds approved for supplies, equipment, and services required for the operations of the Supply Division, Headquarters materiel transport system,

[REDACTED]

- (3) Approve all Reports of Inventory Adjustment, including those pertaining to the disposal of excess or unserviceable property within the limitations set forth in paragraph 3.a.(4), and determine those inventory shortages or condition changes to be subject to a Report of Survey.

- (4) Approve disposal actions for excess and/or unserviceable property, including hazardous ordnance materiel, generated within Supply Division [REDACTED] Disposal of other than hazardous ordnance materiel will require approval of the Director of Logistics and shall be compatible with DOD policy and coordinated with Special Operations Division, DD/P.

- (5) Make final determination and furnish appropriate disposition instructions on lists of excess property referred to Headquarters by [REDACTED] overseas field activities.

- (6) Approve requisitions for procurement action or interdepartmental requisitioning of stock items or nonstocked items in support of Agency activities.

- (7) Certify all receipts of materiel and services processed through

[REDACTED]

- (8) Incur obligations and make expenditures up to \$2,000 per fiscal year for maintenance, alteration, modification, and repairs at [REDACTED] involving several buildings, and up to \$500 for a single structure.

- (9) Authorize procurement and supply action [REDACTED] [REDACTED] for those approved categories of supplies or equipment submitted directly to these installations by Agency components which are within the current line item dollar limitation.

-4-

S-E-C-R-E-T

S-E-C-R-E-T

INSTRUCTION NO.
LI 1-5

LI 1-5
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25X1

- (10) Authorize [] to procure expendable materiel costing less than \$100 per line item for all customer requirements available from sources within the Washington area. Exceptions to this authority will be materiel requiring technical office research or review, materiel for stock, ordnance materiel, and

25X1

- []
- (11) Approve requests for issue of excess property without cost.
- (12) Approve requests for the installation of window-type air conditioning equipment not to exceed 10,500 BTU's and limited to use in living quarters or general office areas.
- (13) Approve the transfer of Agency-owned materiel to other Government agencies on a reimbursable or nonreimbursable basis.
- (14) Schedule and conduct inventories as prescribed, security and operational factors permitting, to confirm the accuracy of accountable records.
- (15) Approve the loan of nonexpendable property to [] Agency components for testing, evaluation, and demonstration, or for operational purposes when the term of loan does not warrant a charge to property authorization.
- (16) Approve Consolidated Tables of Vehicular Allowances and changes thereto, installation of optional vehicular equipment, and disposal or replacement of vehicles.
- (17) Approve requirements for Government Transportation Requests (TR's) and bills of lading for the movement of materiel.
- (18) Certify on Agency or host activity shipping documents that transportation services requested were rendered.

25X1

-5-

S-E-C-R-E-T

S-E-C-R-E-T

INSTRUCTION NO.
LI 1-5

LI 1-5
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- (19) Approve prepayment of transportation charges from an imprest fund when Government interest in the movement of materiel cannot be revealed.
- (20) Approve driver advances from an imprest fund and travel vouchers for expenses incurred in the movement of materiel.
- (21) Approve travel vouchers and payments thereof from imprest funds for local mileage claims submitted by personnel [redacted] Prior approval for such travel must be obtained from the approving official.

25X1

- b. The Chief, Supply Division, may redelegate the authorities contained in paragraphs 3.a. (2), (4), (5), (6), (7), (14), (17), (18), (19), (20), and (21). The authority stated in paragraph 3.a.(3) may be redelegated except where it pertains to unusual loss or damage; redelegation of this authority to chiefs [redacted] may include disposition of property in accordance with [redacted] The authority stated in paragraph 3.a.(8) may be redelegated as it pertains to maintenance, minor modification, or alteration and repair. The authority stated in paragraph 3.a.(15) may be redelegated as it pertains to the loan of property for testing, evaluation, and demonstration. One copy of each redelegation of authority will be forwarded to the Executive Officer.


25X1
25X1

4. ORGANIZATION

See Organization Chart on Page 2.



25X1

 George E. Meloon
Director of Logistics

-6-

S-E-C-R-E-T

| SENDER WILL CHECK ONE OF THE FOLLOWING | | | |
|---|---------------------------------------|---|----------|
| <input type="checkbox"/> UNCLASSIFIED | <input type="checkbox"/> CONFIDENTIAL | <input type="checkbox"/> SECRET | |
| OFFICIAL ROUTING SLIP | | | |
| TO | NAME AND ADDRESS | DATE | INITIALS |
| 1 | Chief Supply Dir | | all |
| 2 | | | |
| 3 | | | |
| 4 | OL Registry | | |
| 5 | (for finalizing) | | |
| 6 | | | |
| <input type="checkbox"/> ACTION | <input type="checkbox"/> DIRECT REPLY | <input type="checkbox"/> PREPARE REPLY | |
| <input type="checkbox"/> APPROVAL | <input type="checkbox"/> DISPATCH | <input type="checkbox"/> RECOMMENDATION | |
| <input type="checkbox"/> COMMENT | <input type="checkbox"/> FILE | <input type="checkbox"/> RETURN | |
| <input checked="" type="checkbox"/> CONCURRENCE | <input type="checkbox"/> INFORMATION | <input type="checkbox"/> SIGNATURE | |
| Remarks: <div style="font-family: cursive; font-size: 1.2em;"> You talked me into it - ok </div> <div style="border: 1px solid black; height: 60px; width: 100%; margin-top: 10px;"></div> | | | |
| FOLD HERE TO RETURN TO SENDER | | | |
| FROM: NAME, ADDRESS AND PHONE NO. | | | DATE |
| <div style="text-align: center;"> Approved For Release 2005/08/02 : CIA-RDP78-04986A000100120019-2 </div> | | | |
| <input type="checkbox"/> UNCLASSIFIED | <input type="checkbox"/> CONFIDENTIAL | <input type="checkbox"/> SECRET | |

25X1